

OMB Number: Pending

**U.S. DEPARTMENT OF AGRICULTURE  
FOOD AND NUTRITION SERVICE**



**Request for Applications  
for  
Food Stamp Program Research Grants to  
Improve Access Through The Use Of  
New Technology And Partnerships**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS  
Friday, June 28, 2002  
5:00 P.M. - Eastern Standard Time**

**FOR FURTHER INFORMATION CONTACT:**

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Contract Management Branch  
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## **Part 1: Introduction**

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The Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) is soliciting proposals to award multiple grants. Funds have been set aside in Fiscal Year (FY) 2002 for research on educating food stamp potentially eligible persons not currently participating in the Food Stamp Program (FSP) about the benefits, eligibility rules, and application procedures of the Program. An independent USDA contractor will evaluate these projects. The USDA contractor will be selected through a separate competitive bidding process.

**What is the legislative authority for these competitive grants?** The authority for these grant projects is provided by Section 17(a)(1) of the Food Stamp Act of 1977, 7 U.S.C. 2026(a)(1), which allows the Secretary to award grants to undertake research that will improve the effectiveness of the FSP in delivering nutrition-related benefits. The Secretary is also authorized by section 17(b)(1), 7 U.S.C. 2026(b)(1), to waive any requirements of this Act that is necessary to conduct pilot projects of limited duration in one or more sites in order to test program changes that might increase the efficiency and effectiveness of the FSP.

**Who can apply?** In general, any interested non-food stamp governmental authority (e.g., State/local school district, public health clinics, veterans organizations, etc.), foundations and other non-profit organizations (e.g., local and national organizations, faith-based organizations, community groups, chambers of commerce, etc.) and/or, institutions of higher education (e.g., 1890's colleges and universities) may apply.

Current FNS awardees may compete under the requirements of this solicitation but **NOT** for extensions of previously funded projects. All applications received by the deadline will be considered for these **new** awards.

**Who will receive the award?** The award will be made to the lead organization.

**How many awards does FNS anticipate?** FNS anticipates that it will award up to \$5 million in competitive grants. FNS anticipates that there will be 20 grants ranging from \$100,000 to \$350,000 each, depending upon the strategy selected, the amounts awarded, and the quality of the applications. FNS expects to award the grants to a mix of rural and urban sites. At a minimum, one grant will be awarded in each FNS region.

**When will the funds be awarded?** FNS expects to award the grant funds to selected grantees no later than September 30, 2002. Nothing in this solicitation should be construed as committing FNS to the award of any grants. If additional grant funds become available, FNS may make additional new awards under this solicitation during FY 2003.

**What are the time frames to spend the funds?** Awardees will be allowed to use the grant funds for the duration of the project period, but not to exceed 24 months. If there are project delays and funds are not spent during this 24-month time period, FNS, at the request of the grantee, might consider a no cost modification to the grant. This one time extension would provide the grant applicant with more time to complete the project.

**What is the closing date for applications?** All applications must be received by FNS no later than 5:00 PM E.S.T. on Friday, June 28, 2002. *Faxed and electronic applications will not be accepted.*

**What is included in the application package?** Applicants must submit an application package, which includes:<sup>1</sup>

- a grant application;
- a Standard Form 424, Application for Federal Assistance;
- a Standard Form 424A, Budget Summary;
- a Standard Form 424B, Assurances; and,
- the additional certifications as included in the attachments to this solicitation document.

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<sup>1</sup> The regulations governing the attached certifications (i.e., Drug-Free Workplace, Nonprocurement Debarment and Suspension, and Anti-Lobbying restrictions) require that a grantee submit the required certification with each new application package.

**How many copies of the application package should be submitted?** FNS is requesting an original and two copies of each application package. One copy must be ready for copying that is single-sided, unstapled, unbound, on 8½" by 11" paper, and double-spaced.

**Is there a page limit on the length of the proposal?** Yes, proposals cannot be longer than 12 pages. Proposals over this page limit will not be considered responsive and will not be forwarded to the technical review panel for consideration. Refer to Part 5, *Guidance for Preparing the Grant Application*, for additional information.

**Can slides, tapes, brochures, pamphlets, etc. be attached to the application package for submittal to the grant panel?** No. Application packages containing these kinds of attachments will not be considered responsive and will not be submitted to the technical review panel for consideration.

**Are statements of commitment required?** Yes, copies of signed statements of commitment obtained from State/local food stamp offices and partner agencies are required. Applications not containing statements of commitment will not be considered responsive and will not be submitted to the technical review panel for consideration.

The statement(s) from the State or local food stamp agency should include the following information:

- a brief description of the role the local and State food stamp office(s) will play in the project;
- a description of how the local and State food stamp office will assist with the data collection;
- the amount of funds, if any, needed to perform project tasks and a description of how funds will be used; and,
- a statement that the local and State food stamp office will cooperate with the grant applicant and USDA contractors evaluating the project.

Statements of commitment from partner organizations, if any, are also required. The statements should include the following information:

- a description of their role in the project;

- a description of how they will assist with the collection of data (if any data collected), what types of data will be collected, and how it will be collected;
- a statement that they will cooperate with USDA contractors evaluating the project; and,
- the amount of funds, if any, that they will need from the grant applicant and how the funds will be used.

**Can I use signed statements of commitment with local/State food stamp offices or other partners obtained prior to the release of this application package?** No. The evaluation component is critical to this research project. Therefore, to ensure cooperation with USDA evaluators, State and local offices as well as other partners must agree to all activities that will enable these projects to be evaluated. FNS, therefore, will only accept statements that were agreed to after the release of this application package through the closing date. For example, if the application package is released to the public on April 15, 2002, and closes on May 31, 2002, all signed statements must fall within the April 15, 2002 through May 31, 2002 time frames. Applications not containing statements of commitment from that period of time will not be considered responsive and will not be submitted to the technical review panel for consideration.

**Are letters of endorsement needed?** Yes. Two letters of endorsement obtained in calendar year 2002 from national or local organizations and/or members of the community that are familiar with your organization are required. If two letters are not received with the application package, the proposal will not be considered responsive and will not be forwarded to the technical review panel for consideration.

**Should nonprofit organizations applying for the grant submit a copy of their IRS Determination Letter, Form 501(c)(3), or other proof of exempt status?** Yes. Nonprofit organizations should include a copy of their IRS Determination Letter, Form 501 (c)(3) or other proof of exempt status. Application packages submitted without an appropriate IRS Determination Letter or other proof of nonprofit status will not be forwarded to the technical review panel for consideration.

**Should nonprofit organizations applying for the grant submit a list of their Board of Directors and a financial statement?** Yes. Nonprofit organizations should submit a list of Board of Directors and a financial statement signed by a Treasurer or any Officer of the Board.

**What is the purpose of the research?** For this application, FNS seeks research that will educate food stamp eligible persons not currently participating in the FSP about the nutritional benefits of the Program and how to apply for these benefits.

**Will the projects be evaluated?** Yes, there will be an independent evaluation of the projects. USDA evaluators will look at process (what was attempted by the project and by what means), outcomes (what were the results), and cost-effectiveness. Grantees and all of their partners are required to cooperate with the USDA evaluator. The USDA contractor will be selected through a separate competitive bidding process.

**Should I use grant funds to hire an evaluation consultant?** Yes, unless a person with this type of background is employed by your organization and has the time to devote to this project. The evaluation consultant will work closely with the USDA evaluator. Your organization will be responsible for designing a research project that will collect the data needed to evaluate your project. Your organization will also need to produce quarterly and final performance reports. All reports will be shared with the USDA evaluator.

**What types of data are needed to evaluate a project?** Data such as participation rates, numbers reached, numbers that applied for benefits, numbers approved, numbers denied, reasons for denials, if available, and costs are the types of data needed to evaluate your project. A description of what comparison data is available for evaluating your project's impact should be provided in your application narrative.

**Can I compensate State and local food stamp offices for costs related to the collection of data?** Yes. The State or local food stamp office may need to program mainframe or other computers to capture the data needed to evaluate the project. The State may also need to designate an employee to perform data collection activities for this project. Your organization can reimburse the State for the actual costs of project data collection

activities. The amount of payment will need to be shown as a cost to your organization and should be included in the grant amount you are requesting. Your organization should negotiate with the State or local food stamp office on the dollar amount as well as procedures, which will enable your organization to pay for services you are receiving.

**Will there be an orientation meeting to discuss the evaluation of projects?** Yes. After all grants have been awarded and a contractor has been hired by USDA, grantees, State agency representatives, and partners who will have significant data collection roles will be required to attend a two day orientation meeting at FNS Headquarters in Alexandria, VA. The purpose of this meeting will be to meet the USDA evaluators, review the methodology, obtain guidance on your project's research design, and to discuss your preparations for meeting all research objectives. In your description of key personnel, you must document who will be attending the orientation meeting. Your budget should reflect all costs to attend this meeting. FNS is requesting that no more than four individuals should be budgeted to attend the meeting. If more than four people are needed, this should be justified in your application narrative.

**Will there be a conference at the conclusion of all of the projects?** Yes. All grant applicants will be asked to participate in a two-day conference in Alexandria, Virginia to present lessons learned from their projects (what was tried, what worked, what didn't work, costs, and lessons learned). You should budget for no more than two individuals to attend this conference. In your description of key personnel, you must document who will be attending this meeting. Your budget should reflect all costs to attend this conference.

**What are the target groups for this research?** FNS is seeking ways to facilitate participation in the FSP among people eligible for its benefits. FNS wants to identify and educate food stamp eligibles not currently participating in the FSP, with special emphasis on:

- low-income (unemployed and working) individuals or families with children;
- former or current recipients of Temporary Assistance for Needy Families (TANF);
- veterans;
- elderly individuals or families; and/or,



- immigrants and non-English speaking minorities.

**What types of models is FNS seeking?** FNS seeks innovative models that:

- build on community partnerships to help State agencies reach underserved populations;
- facilitate "one stop shopping" and other coordinated customer service strategies;
- build on partnerships to provide culturally appropriate outreach strategies to reach immigrants and non-English speaking minorities;
- help eliminate the stigma of welfare. FNS would like to see models utilizing messages about good nutrition to overcome the welfare stigma;
- utilize technology such as the State FSP web site to educate customers about the FSP, allow customers to download application forms and/or to electronically file applications; and/or,
- develop methods allowing customers to pre-screen themselves or others for FSP benefits.

**What are some particular characteristics of the model that FNS is seeking?** FNS is seeking:

- Modest-scale projects that may be feasible for widespread replication if proven effective and efficient.
- Customer-oriented projects carried out by organizations and groups with close ties to the target population groups mentioned above. These could include schools, veteran's offices, health clinics, faith-based groups, food banks, chambers of commerce, grocery stores, and other entities.
- Research designed to test joint public/private partnership models that deliver good customer service.
- Research that can identify critical barriers to food stamp participation among their customer group(s) and can develop specific activities through collaborative working relationships and interactions to effectively address and overcome these barriers.

- Research that will produce a final performance report showing what worked, what did not work, cost effectiveness of project, and lessons learned.
- Research that will enable the USDA evaluator to look at process (what was attempted by the project and by what means), outcomes (what were the results), and cost-effectiveness of the project. Grantees will be the source of most of this information.

**What reports will the grantee be required to submit?** Quarterly performance reports will be required. Reference Attachment 1. At the conclusion of the project, grantees must also produce a final performance report of their project. The USDA evaluator will be producing a separate synthesis report, which will contain findings on all of the projects.

**Who can answer questions?** If you have questions relating to the project description, background information, other programmatic areas, budget preparation, or other administrative matters, the following procedures should be used:

Questions may be submitted *in writing, by e-mail, by fax, in person, or by telephone* to the address or telephone number shown below:

USDA/FNS  
Contract Management Branch  
Attn: Bernice Cockrell  
3101 Park Center Drive, Room 222  
Alexandria, VA 22302

Telephone: (703) 305-2250  
Fax: (703) 305-2071

E-mail Address: [FNSFSPGRANTS@fns.usda.gov](mailto:FNSFSPGRANTS@fns.usda.gov)

As long as the information requested is only for clarification purposes, oral responses via telephone or in person will be given. However, to ensure fairness in the competition, questions regarding changes in the scope of requirements and essential information not available to all applicants will be

responded to *in writing only* and the information given will immediately be made available on the FNS web site.

For questions relating to budget preparation and/or other administrative matters, responses will be limited only to that which assists applicants understanding of the instructions for completion of the application form and the rules and opportunities for Federal assistance, rather than to actually help the applicant prepare a budget or complete an application.

## **Part 2: Background Information**

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As of July 2000, participation in the FSP had declined by nearly 40 percent from its peak in March 1994. The FSP is reaching about 60 percent of individuals who are eligible for program benefits, a significant decline since 1994, when over 74 percent of eligible households were participating in the Program. While this decline can be explained in part by a healthy economy and welfare reform, these two factors alone do not explain the decline.

There is concern that working families may not be aware that they can continue to receive food benefits as they move from welfare to work. These families may believe that since they are working and no longer eligible for TANF, they, also, are not eligible for food stamps.

Some of the reasons for nonparticipation are:

- The implementation of welfare reform. Families leaving TANF may not be aware that they can continue to receive food stamp benefits. These families may believe that since they are working and no longer eligible for TANF, they, also, are not eligible for food stamps.
- Confusion among families and caseworkers about FSP eligibility. Programs such as TANF, Medicaid, and Earned Income Tax Credit have their own eligibility criteria.
- Welfare stigma. Individuals may view the FSP as welfare rather than a nutrition assistance program.

The FSP has taken a number of steps to educate individuals about the FSP and to improve access. For instance, a national toll free number informing callers about program requirements was established in April 1999. The number is 1-800-221-5689. Personalized assistance in English and Spanish is provided, if needed.

The purpose of these grants is to provide for selected grantees to explore methods that will improve FSP access and increase participation.

### **Part 3: Project Objectives**

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**What is the objective?** FNS is interested in supporting research related to improving FSP access by informing potential participants of Program benefits and requirements by facilitating applications through community partnerships.

**Why don't eligible people participate in the FSP?** Some of the reasons are:

- lack of knowledge or misinformation about program requirements;
- belief that since they are no longer eligible for TANF, they are no longer eligible for food stamps;
- perceived stigma in being seen at a food stamp office, receiving, or using food stamps;
- prior bad experiences with the food stamp office;
- the misunderstanding that the FSP is a "welfare program", when in fact, it is primarily a nutrition program; and/or,
- fear or antipathy to government programs.<sup>2</sup>

**What are FNS's goals for this research?** FNS's goals are that these projects will:

1. Develop, test, and document feasible, effective, and efficient methods of helping *potentially eligible* customers learn about, apply for, and/or receive food stamp benefits when eligible.
2. Identify and document those aspects of the FSP that make it difficult for applicants to access the program and help devise and implement practical means to overcome these obstacles.
3. Develop and implement community partnerships as a means of reaching potential customers, improving regular customer access, improving customer service by utilizing new technologies, and improving service delivery in the FSP. FNS is particularly interested in projects that promote "one-stop shopping" as well as the nutritional benefits of the FSP. For example, individuals applying for WIC or Medicaid at health clinics or hospitals could receive information about the FSP, and/or be pre-screened for food stamp eligibility at those sites.

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<sup>2</sup> Reference Attachment 3.

4. Establish formal working relationships with the State/local food stamp office and document these relationships with a letter of commitment. These relationships should assure access to FSP administrative data needed to evaluate the projects and to complete quarterly and final performance reports (under prevailing disclosure and privacy policies of the FSP).
5. Develop and incorporate appropriate food stamp training activities as an essential component of your project.
6. Plan and design research projects as clearly defined experiments. That is, the general, common purpose of every research project funded under these grants is to create and carry out a well defined and well-documented test of several different aspects of the undertaking. The design should include information on how data will be captured for the project evaluators.
7. Partners shall support the evaluation effort by providing data on food stamp applicants and participants in the project site and, if needed, comparison sites. This could mean that application forms might need to be color coded or adapted to include participant indicators on applications in order to expedite the identification of subjects for the collection of data. Types of information the evaluators might need:
  - numbers of project applicants reached through the project;
  - numbers of project applicants pre-screened for benefits, if appropriate;
  - numbers of project applicants that applied for food stamp benefits;
  - numbers of project applicants approved for food stamp benefits;
  - numbers of project applicants denied benefits, and, if known, reasons for denials; and,
  - project costs.

## **Part 4: Project Requirements**

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**What are the project requirements?** The requirements are listed below:

1. Your organization should consult with the State/local food stamp agency to arrive at a proposal and procedures that are mutually agreeable. Your proposal must contain documentation on each person's responsibilities for activities, an explanation on how data will be collected and assurances that all partners will cooperate with the USDA evaluators. At a minimum, the State or local food stamp office will need to provide you with the number of applicants applying for benefits, the numbers certified, and the numbers denied benefits. If available, the local food stamp office should provide you with reasons for denials.
2. A copy of a current statement of commitment between the applicant and the State/local food stamp agency *must* accompany the application package. Current statements from other major partners, if any, are also required and must accompany the application package. Application packages submitted without statements will not be considered responsive and will not be submitted to the technical review panel. Reference Part 1, Introduction.
3. If your organization is currently under a contract or agreement with the State/local food stamp office to conduct outreach or nutrition education activities, it is important that FNS funds under this grant not be used to cover activities already paid for through a State agency contract or agreement. To ensure that FNS funds provided under these awards will be used to pay for separate and distinct activities associated with the research, applicants should record on the cover sheet that they are under contract or agreement with the State agency to conduct outreach and/or nutrition education activities. In the one-page executive summary, applicants will need to explain how this research differs from the contracted outreach and/or nutrition education activities. Reference Part 5, Guidance for Preparing the Grant Application.

4. **Research requirements.** Grant applicants should keep in mind as they are developing their proposals that FNS is seeking research designed to test the methods and approaches implemented. FNS is interested in learning what activities work in overcoming barriers and costs associated with these activities.
5. **Project evaluation – Grant Applicant Role.** The grant applicant must finalize the design of their project through consultations with the USDA evaluator. The grant applicant will collect information from local food stamp offices on the number of applicants approved or denied benefits. When available, the grant applicant should obtain reasons for denials. Project staff may be asked to adapt forms or to include participant indicators on applications in order to expedite the identification of subjects for the collection of data. If media campaigns are conducted, the grant applicant should obtain information from local food stamp offices as to how many individuals applied for benefits because of this campaign. One way to capture this information would be to ask local food stamp offices to find out from new applicants how they learned about the Program and what prompted them to apply for benefits.
6. **Project Evaluation – USDA Evaluator Role.** The USDA evaluator will provide technical assistance to all grantees to ensure that the research design of the project is appropriate. The USDA evaluator will also provide guidance to ensure that all information needed to evaluate the projects can be collected. The USDA evaluator will provide guidance at the orientation meeting on the design of the research project. The USDA evaluator will also discuss the types of data that should be collected, what information is needed from the comparison site, etc. The USDA evaluator will also provide technical assistance to the grantee during the course of the project. At the conclusion of the projects, FNS will share all final performance reports with the USDA evaluator. The USDA evaluator will prepare an independent final synthesis report of all findings and projects.



7. **Data collection responsibilities.** These projects will be independently evaluated by a USDA contractor. Therefore, it is critical that adequate data collection procedures be implemented to ensure that all information is collected. The USDA evaluators will provide grantees with technical assistance to ensure that an adequate mechanism is in place to collect information that will enable the measurement of the success of the grantees research. Grantees must specify what types of data will measure the effectiveness of the project and establish a system to collect data on research impacts. The following are examples of the types of data FNS would like included in the final performance report:

- . pre- and post-participation data and explanation for an increase, decrease, or neutral effect of activities on participation;
- . number of customers informed about the FSP as a direct consequence of the grantee's activities (e.g., referral);
- . number of customers informed about the FSP and assisted by the grantee or partner to understand the information by each means used (e.g., presentation at community center, explanation of food stamp application forms and process, etc.). It will be important to note the site and personnel that provided the information to the potential applicant;
- . number of pre-screenings conducted, if any. Number of applicants that were eligible and not eligible based on the prescreening tool;
- . number of customers actively assisted by each means used. For example, the number of customers helped to:
  - . electronically submit the application form;
  - . download the food stamp application form from the State web site;
  - . fill out food stamp application forms;
  - . obtain verification(s); and/or,
  - . complete the certification process.

- number of initial applications received at local food stamp offices as a result of the grantee's activities. It is imperative that applications be coded in some manner so that they can be readily identified as being a part of the research. It also would be useful to be able to discern which particular strategies used in the research were the most effective. The figures should include applications submitted by applicants, project staff, or others (e.g., family members). If radio or media campaigns are used to reach potentially eligible individuals, local offices should ask how the applicant learned about the FSP;
- number of households approved or denied FSP benefits during the course of the research. When available, reasons for denials might be helpful in analyzing barriers; and,
- costs of project to measure the effectiveness and cost effectiveness of each strategy tested. For example, how many dollars need to be spent to raise participation by a quantifiable number of people or to increase FSP benefit receipt by a certain number of dollars.

## **Part 5: Guidance for Preparing the Grant Application**

**Is there a format to follow?** Yes, there is a suggested format. While preparing your application narrative, we suggest that you review the technical evaluation criteria in Part 7 to ensure that your application clearly covers the areas that technical reviewers will be using to score your proposals.

**Is a cover sheet needed?** Yes. The grant application shall contain a cover sheet. Do not place the grant application in binders.

**What information should be recorded on the cover sheet?** The following information should be recorded on the cover sheet:

- the name of your organization (*do NOT use the name of your research project*) and mailing address;
- name of contact person, job title, telephone number, fax number, and e-mail address;
- time period of proposed research project;
- level of grant support requested;
- indicate if you are currently receiving an FNS grant or if you are currently under contract with the State/local food stamp agency to conduct outreach or nutrition education activities; and,
- author of grant narrative and role author will play, if any, if an award is made.

**Is there a page limit?** Yes. Application narratives cannot exceed 12 pages. Application narratives over the 12-page limit will be screened out and not submitted to the technical review panel. The cover sheet, table of contents, project summary, statement of commitment for the research, resumes, and/or other supporting information will not be counted as a page. We also encourage you to use a 12-font in typing your application.

**How many sections would you suggest?** Seven sections.

**What should be included in Section 1?** Section 1 is the preface and should include:

- . copies of statements of commitment with State/local food stamp offices and any partner agencies;
- . two letters of endorsement;
- . IRS certification of nonprofit status;
- . a table of contents; and,
- . a one-page executive summary of the research. The executive summary should contain:
  - . a description of the research presented;
  - . the target group(s);
  - . the dollar amount requested;
  - . the proposed use of the funds; and,
  - . a statement as to whether or not your organization has an FNS grant or is under a contract or agreement with the State/local food stamp office to conduct outreach or nutrition education activities. If you have a contract to conduct outreach or nutrition education activities, briefly explain how this research will differ from what you are currently doing.

**What should be included in Section 2?** Section 2 should contain information on the research design and implementation of your proposed model. Provide a clear and detailed description of the following:

- A. **Need for Research:** Discuss the problem that the proposed project addresses and how the expected results of the project can be used to improve program access.
- B. **Goals:** List and discuss each of the goal(s) of the research design and implementation.
- C. **Objectives:** For each of the research project goal(s), list and discuss the associated objective(s). Objective(s) should be specific and measurable.
- D. **Tasks:** Discuss each specific task that will be undertaken in the design and implementation of the research project. Describe how those tasks will meet the stated goals and objectives.

**Examples of information to cover:**

- describe the planned organization of the research project. Explain the various tasks and who will be responsible for each task;
- describe the operational procedures of the research project including the activities that will be performed, an indication of who will be responsible for each activity, and the overall lines of responsibility;
- describe how the FSP application process will work;
- describe the planned FSP training that will take place to accomplish the specific research project goals. Adequate time should be incorporated into the model to ensure that research project staff are trained before initiating contacts with potential applicants; and/or,
- describe the procedures planned for providing adequate information to the eligibility worker to ensure that case determinations are accurate.

**E. Other Information to cover:** Provide a description of the following:

- target population. Identify and define the target population that your research project will serve;
- describe who in your community are not being reached. Provide an estimated number of individuals in your target group that are not being reached;
- identify and discuss the major anticipated barriers to participation that the target population is experiencing in your location and the activities that will be undertaken to attempt to overcome the barriers to participation;
- the approximate geographic reach of the research project; and,
- the nature of your organization, the population group(s) you currently work with, the types of activities your staff performs on a day-to-day basis, and a brief description of the activities and amount of time your staff spends in the field.

**F. Waiver Requests.** Provide a description of project waivers that the State/local food stamp office has agreed to prepare and submit, if any are required. (Only State agencies may submit waiver requests.) The purpose of the present grant is to encourage the development and test of methods and models to achieve successful outcomes within the framework of existing law and program rules. If a specific waiver from

normal program regulations is contemplated, its nature and rationale must be described in detail.

- G. Project Report and Gathering Data for Evaluation:** Provide a description of the proposed method for reporting on the research. The description should include how your organization, State/local food stamp offices, and other partners, if any, will cooperatively collect and maintain the needed data to evaluate the project. It is important to identify who will be responsible for each aspect of data collection. The description should include how your group will collect the data showing the number of FSP applications taken by the local office and disposition (number approved or denied). When available, reasons for denials should also be collected.

The project report should look at process (what was attempted by the project and by what means), outcomes (what were the results achieved), and costs (how many dollars were spent to raise participation by a quantifiable number of people or to increase FSP benefit receipt by a certain number of dollars). Grantees will be the source of most of this information.

FNS plans to place the final project reports on the FNS web site so that other interested parties can learn from the projects.

**What should be included in Section 3?** Section 3 shall contain a summary description of the proposed budget and demonstrate how the research will be cost-effective. The description of the budget should not be an element-by-element breakdown of costs as this type of information is included in the cost proposal. The following types of information should be provided:

- . a description explaining how the research funds will be spent. The budget should clearly show how much money will be allocated to the State/local food stamp office and other organizations and the purpose of such allocation;
- . an estimate of the number of individuals expected to be reached and helped to enroll for food stamps and an estimate of the cost-effectiveness of the research project; and,

- a clear description of the roles and responsibilities of project staff so that technical reviewers can clearly discern that funds are not being used:
  - to pay for staff time spent on other programs;
  - on activities funded through the optional State plans for outreach and nutrition education; or,
  - on other FNS reimbursed administrative activities.

**What should be included in Section 4?** Section 4 should describe the management plans. Provide the following information:

1. **Chain of Command and Responsibilities.** Provide a flowchart that indicates who has authority over whom. Include a brief written description of the flowchart. Discuss how task leaders will be held accountable to keeping the research on time and within budget. Describe how and by whom quarterly performance reports to FNS as required by 7 Code of Federal Regulations (CFR) Part 3016.40 will be prepared.
2. **Contingency Plans:** Discuss contingency plans for ensuring that the research is not unduly disrupted by any unforeseen changes in key personnel. Where possible, identify specific individuals who will be able to take over research tasks and indicate their qualifications to do so. Discuss the process you will use to select qualified replacements.
3. **Outside Personnel:** Discuss how and by whom relationships with all personnel outside of the grant agency will be managed (e.g., personnel from partner agencies, the local food stamp offices, schools, consultants, contractors, evaluators, etc.).
4. **Task Table:** Present a table which includes, in chronological order, **every** distinct task involved in both the project design and implementation and the project assessment, (e.g., implementation of new procedures pertinent to project, training activities, computer enhancements, data collection, data analysis, evaluation efforts, report writing, etc.), the beginning and ending date of each task, and the key staff person(s) responsible for overseeing/working on the task. Attachment 2 contains an example of a task table. The example provided might not contain all of the tasks for your particular project.

**What should be included in Section 5?** Section 5 should describe sustainability and transferability of your research. The following information should be provided:

- A. **Sustainability:** Discuss how your research and its results will be sustained financially and administratively once the grant has ended. If the research is a one-time project designed only for the grant period, discuss why it is sufficient as a one-time research project and how the results of the project will be sustained and/or utilized in the future.
- B. **Transferability:** Discuss how your research and its results might help others and how and why it might be adapted and implemented.

**What should be included in Section 6?** Section 6 should include information about key personnel. Complete the following:

- A. identify the individuals that qualify as key personnel. Key personnel include individuals receiving funding through this grant, individuals who are making an in-kind contribution, and contractors/sub-contractors. Key personnel generally are identified as those individuals that:
  - have a direct bearing on the outcome of the research by their participation;
  - bear a substantive responsibility for developing, modifying and achieving the objectives of the research; and,
  - are responsible for managing, administering, or providing oversight for a significant component of the research.
- B. provide the following information on all individuals identified as key personnel:
  - indicate the individual's current position and what their title on the research project will be;
  - indicate the individual's time commitment for the grant period;
  - describe the individual's specific role and duties in the research. When possible, make reference back to the project design, implementation or evaluation;
  - describe prior relevant experiences and how they relate to specific research duties;



- . for vacant key personnel positions which require the hiring of new employees provide the following information:
  - . position title;
  - . a detailed position description with required qualifications, skills, and knowledge;
  - . description of specific roles and duties in the research that makes reference back to the research or report narrative;
  - . an anticipated date of hire; and,
  - . what arrangements will be made if the position is not filled in a timely manner.

**What should be included in Section 7:** Section 7 should include resumes or vitas for key personnel, job descriptions for vacant key personnel positions, and any other supporting documentation.

## **Part 6: Evaluation and Selection of Grant Applications**

**Will grant applications be pre-screened?** Yes. Applications will be initially screened to make sure that they meet the designated focus area.

Applications will also be screened for:

- statements of commitment from local/State food stamp offices and/or other partners. (Reference pages 5 and 6);
- 2 letters of endorsement;
- IRS determination of nonprofit status;
- 12-page limit; and,
- attachments such as brochures, flyers, slides, posters, etc.

Application packages that do NOT meet these initial requirements will not be evaluated further. Application packages not properly prepared will not be considered responsive to this solicitation and will not be submitted to the technical review panel for consideration.

**What happens after the applications are screened?** After the initial screening of applications, FNS will convene a panel of technical and program staff from FNS and other qualified individuals with experience in appropriate subjects. Panelists will evaluate and score each application on its own merits in terms of the listed technical criteria. Reference Part 7, Technical Evaluation Criteria and Weights. Based on this review and evaluation, the grant panelists will determine which applications to recommend for inclusion in the competitive range for possible grant award. Therefore, it is extremely important that you address each of the criteria in your application narrative.

**What happens to applications within the competitive range?** The grant panel will recommend competitive range applications to the responsible FNS Grants Officer for:

1. any necessary discussion and negotiation with grant applicants; and,
2. final consideration and selection by policy officials.

**What will policy officials consider in making the selections?** Policy officials will consider:

- the final technical score ranking and supporting information as reported by the grant review panel;

- any additional information developed through discussions and negotiations between FNS and grant applicants regarding the scope and cost-effectiveness of competitive-range proposals;
- the distribution of proposals among the types of applicants and projects and target populations;
- the geographic distribution of potential grant awards; and,
- the judgement of policy officials as to the potential contribution of the proposed research to furthering the mission of FNS in obtaining the necessary data on the objectives of the grant program.

**Will officials automatically make the award to the applicants that received the highest technical scores?** No. Policy officials will have the authority to select among all of the competitive range proposals and they will not be constrained by the prior ranking of any of the applications. In addition, FNS reserves the option to select out of ranking order in order to achieve a diversity of research project types. Such diversity may take into consideration such factors as the targeted population or the geographic location. The final rankings, as well as the basis for the selection and determination of grant awards, will be based on the amount of funds available for this research.

**What happens to applications in the competitive range?** The Grants Officer may conduct discussions with applicants in the competitive range. After the discussions, applicants may be asked for best and final offers. However, the government reserves the right to award based on the original application and cost proposal. Consequently, it is in the best interest of the applicant to submit the initial application on the most favorable terms from both the technical and cost-effectiveness standpoints.

**How are award amounts determined?** If an application has been selected for funding and the budget submission is realistic, the application will be funded at the level requested. However, FNS reserves the right to fund applications at a lesser amount, if it is judged that the application can be implemented with less, or if Federal funding is not sufficient to fully fund all applications that merit awards. FNS also reserves the right not to fund an application based on the merit of the application.

**How are award amounts announced?** The Grants Officer will contact the applicants selected for award.

**What happens after the grant is awarded?** Once the grant is awarded, the grantee must sign a grant agreement that will contain the terms and conditions of the grant.

**After awards have been made, will my organization be able to review the strengths and weaknesses of my proposal?** Yes. After the awards have been made, de-briefing reports containing the strengths and weaknesses recorded by the technical review panel will be available upon request.

## **Part 7: Technical Evaluation Criteria and Weights**

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**How will my application be scored?** The following evaluation criteria and relative weights (maximum scores) will be used by the grant review panel in scoring each proposal.

<b>Evaluation Criteria</b>	<b>Maximum Scores</b>
<p><b>Understanding the Research Description:</b></p> <ul style="list-style-type: none"><li>• Research implementation and design goals are appropriate and the objectives of the research are clearly linked to the research goals, and are measurable.</li><li>• Research demonstrates methods that could be implemented on a broader (potentially nationwide) scale and a mechanism for assessing the success of these methods.</li><li>• Research project shows a workable relationship with the State/local food stamp office(s) to obtain the necessary data need for project evaluators to evaluate the project.</li><li>• Research project has clearly defined a model to evaluate the project, described the types of data that will be collected and described how all parties will work with the USDA evaluator.</li><li>• Statements of commitment clearly define the roles and responsibilities of each partner as well as their commitment to work with the USDA evaluator.</li></ul>	<b>30</b>
<p><b>Organizational Capacity:</b></p> <ul style="list-style-type: none"><li>• Proposal describes a clearly defined chain of command, the roles and responsibilities of all partners, and appropriate plans for managing outside personnel.</li><li>• Proposal identifies a person to handle the research and describes the research model, how the model will function, and who is responsible for the various functions of the test.</li><li>• Proposal demonstrates evidence of the grant applicant's organizational skills and capabilities.</li><li>• Proposal shows understanding of the importance of privacy and confidentiality in research project implementation and describes how these will be protected.</li></ul>	<b>25</b>

<p>Management and Budget:</p> <ul style="list-style-type: none"> <li>• The management plan provides a concise and detailed description of timelines and milestones, how management will ensure that timelines are met, staff qualifications, and contingency plans for key personnel.</li> <li>• Proposal appears promising in terms of the number of targeted individuals that will be reached or helped by the research project in relation to its proposed cost.</li> <li>• The proposed budget request is adequate to support the research and provides a detailed description of how Federal and non-Federal resources will be used.</li> <li>• The proposed budget request is adequate to support the evaluation of the project and a person has been designated to work with the USDA evaluators.</li> <li>• Proposal clearly describes the measures that will be used to ensure that FNS grant funds will not be used to pay for staff time spent on other Programs.</li> <li>• Proposal reflects an approach that eliminates duplication of services in order to maximize the use of limited Federal, State, and/or County dollars.</li> </ul>	40
<p>Pertinent Experience:</p> <ul style="list-style-type: none"> <li>• Proposal documents prior experiences that demonstrate effective outreach methods to reach underserved population groups.</li> <li>• Proposal documents experiences that show that partner(s) have a thorough knowledge of their target group(s) and why the target groups do not participate in the FSP.</li> </ul>	5

<p>Bonus Points:</p> <ul style="list-style-type: none"> <li>• Proposal tests one-stop shopping model at veterans' organizations. (4 points)</li> <li>• Proposal tests the use of schools in low-income areas to reach underserved population groups. (4 points)</li> <li>• Proposal tests the utilization of nutrition messages to overcome the welfare stigma. (4 points)</li> <li>• Proposal partners with Chambers of Commerce or welfare-to-work employers to reach working poor individuals and families. (4 points)</li> <li>• Proposal tests the use of grocery stores in low-income areas to reach underserved population groups. (4 points)</li> </ul> <p>In preparing your application narrative, do not propose testing all five of the above concepts. Please focus on one or two of the above suggested models. Technical panelists will be instructed to award no more than 8 bonus points.</p>	<p>No more than 8 points.</p>
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## **Part 8: Reporting Requirements**

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**What types of reports will be required?** Quarterly and final performance and financial reports must be submitted to the FNS in accordance with this solicitation, the Project Grant, and applicable regulations.

**What information should be recorded in quarterly performance reports?**

As outlined in the applicable Uniform Administrative Requirements for Grants and Agreements, quarterly performance reports must provide a description of the research activities conducted during the reporting period, major accomplishments with completion dates and budget, deviations from the proposed plan, difficulties encountered, solutions developed to overcome difficulties, costs, and major planned activities for the next quarter. The grant applicant is responsible for obtaining the necessary information from the other partners to complete this report. Reference Attachment 1 for a sample report.

**What are the due dates for the Quarterly Performance Reports?** The following is a list of tentative due dates:

<b>Task No.</b>	<b>Description of Tasks</b>	<b>Due Dates</b>
1	First Quarterly Performance Report (September, October, and November 2002)	December 30, 2002
2	Second Quarterly Performance Report (December 2002, January, and February 2003)	March 30, 2003
3	Third Quarterly Performance Report (March, April, and May 2003)	June 30, 2003
4	Fourth Quarterly Performance Report (June, July, and August 2003)	September 30, 2003
5	Fifth Quarterly Performance Report (September, October, and November 2003)	December 30, 2003
6	Six Quarterly Performance Report (December 2003, January, and February 2004)	March 30, 2004
7	Seventh Quarterly Performance Report (March, April, and May 2004)	June 30, 2004
8	Eighth Quarterly Performance Report (June, July, and August 2004)	September 30, 2004



12	Draft Final Performance Report	November 1, 2004
13	Final Performance Report	December 30, 2004
If actual due dates are not negotiated prior to award, the grant applicant will adhere to these dates.		

**What types of information should be included in the final performance report?** The final report will be a descriptive report, summarizing research experiences, and in particular documenting the types of food stamp participation barriers encountered and how these were dealt with, what went right or wrong, accomplishments, dollars spent to raise participation by a quantifiable number of people or to increase FSP benefit receipt by a certain number of dollars and other information that would be of interest to State agencies and nonprofit organizations interested in adopting similar outreach strategies. The report should mention the transferability of the results to other counties or States. The following information, as a result of your project, should also appear in the report, if it is appropriate to your research:

- . pre- and post-participation data and explanation for an increase, decrease, or neutral effect of activities on participation;
- . total number of customers pre-screened for benefits;
- . total number of customers referred to the food stamp office;
- . total number of food stamp research project applications filed at sites other than the local food stamp office;
- . total number of food stamp research project applications filed electronically; and/or,
- . total number of food stamp applications filed as a result of the research project, number approved, denied, and, if available, reasons for denials.

**Will FNS comment on the draft final performance report?** Yes, the final report must be submitted in draft in hard copy as well as in electronic format (disk or CD-ROM). FNS must be provided with an opportunity to comment on the draft report. FNS's comments must be incorporated into the final version and submitted to FNS. Once FNS receives the final version of the report in both hard copy and electronic version (disk or CD-ROM), it will be placed on the FNS web site. FNS will also provide the USDA evaluators with a copy of the report.

**At the conclusion of the research, what should be submitted to FNS?**

The following information, if appropriate to your model, should be submitted to FNS:

Deliverable Number	Description of Deliverables	Hard Copies	CD-ROM or Disk*
1	All outreach materials developed and/or used in the research. This includes guidelines, reference books, etc.**	1	1
2	All training materials.**	1	1
3	All media or publicity releases.**	1	1
4	All data collection instruments that will be used for the research project.**	1	1
5	Performance Reports.	Submitted quarterly.	
6	Draft Final Performance Report.	2	1
7	Final Performance Report.	2	1
* If available, electronic versions must be provided to FNS on a disk or on a CD-ROM.			
** The materials are due as released.			

## **Part 9: Formal Application Procedures**

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**What are the terms and conditions of award?** This grant will be awarded and administered in accordance with 7 CFR Parts 3015, 3016, 3017, 3018, and 3019, and the applicable regulations and OMB grant circulars, as described below. Copies of these documents are available from the OMB website ([www. WhiteHouse.gov/OMB/grants](http://www.WhiteHouse.gov/OMB/grants)) and from the Grants Officer upon request.

- 7 CFR Part 3015: "Uniform Federal Assistance Regulations" for Entitlement Programs (Applicability: additional information on the principles for determining allowable costs under USDA grants and cooperative agreements as set forth in Office of Management and Budget (OMB) Circulars A-87, A-21, A-122, and 48 CFR 31.2, respectively. These regulations also contain the general provisions that apply to all grants and cooperative agreements made by USDA.)
- 7 CFR Part 3016: "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" will be incorporated into the grant or cooperative agreement if awards are made to State/local school districts. (Reference OMB Circular A-102 Common Rule.)
- 7 CFR Part 3017: Subparts A-E "Government-wide Debarment and Suspension (Non-procurement)"
- 7 CFR Part 3017: Subparts F "Government-wide Requirements for Drug-free Workplace (Grants)"
- 7 CFR Part 3018: "New Restrictions on Lobbying"
- 7 CFR Part 3019: "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations"
- OMB Circular A-21: Cost Principles for Educational Institutions
- OMB Circular A-87: Cost Principles for State and Local Governments

- . OMB Circular A-122: Cost Principles for Nonprofit Organizations
- . 41 CFR 1-15.2 (FAR Part 31): Cost Principles for For-Profit Organizations
- . OMB Circular A-133: Audits of State, Local Governments and Nonprofit Organizations

Grants awarded under this solicitation will contain the following terms and conditions, and submission of a grant proposal will be considered as acceptance of these provisions by the applicant.

### **ARTICLE I - Governing Documents**

The Grantee shall furnish the necessary personnel, materials, supplies, services, facilities and otherwise do all things necessary to work on the project set forth in the following documents which are hereby incorporated into this Grant:

1. Request for Application Package; and,
2. The Grantee's application.

### **ARTICLE II - Order Of Precedence**

In the event of any inconsistency between provisions of the Grant, the inconsistency shall be resolved by giving precedence in the following order:

- a. Grant Terms and Conditions
- b. Request for Application Package
- c. Grantee's Application
- d. Part 3017, 3018, 3019 of Title 7 of the Code of Federal Regulations, as applicable.
- e. Assurances that the following subparts of Part 3015 to State governments:
  1. subpart Q, paragraph 3015.158 on competitions;
  2. subpart T on cost principles.

### **ARTICLE III - Billing Instructions**

Each claim for reimbursement, in an original and two copies, will be submitted on SF-270, Request for Advance or Reimbursement, in accordance with Part 3019.52 of Title 7 of the CFR, Subpart C - Financial Reporting. The SF-270 shall be submitted monthly to the Accounting Division at the address below.

USDA/FNS  
Accounting Division  
3101 Park Center Drive, Room 7<sup>th</sup> Floor  
Alexandria, VA 22302

### **ARTICLE IV - Method of Payment**

After award and not later than 14 days before an SF-270 is submitted, the grantee shall designate a financial institution for receipt of electronic funds transfer payments, and shall submit this designation to the Grants Officer or to the designated office indicated above.

- (a) The grantee will receive at or shortly after time of award a SF-3881, Vendor/Miscellaneous Payment Enrollment Form, with Agency Information section completed by FNS. The grantee will complete the Payee/Company Information Section of the form. The grantee will have an appropriate bank official complete, sign and return the Financial Information Section. The grantee will then forward the original completed copy to the Grants Officer or to the address indicated above.
- (b) Any changes to the information furnished under this agreement shall be furnished to the U.S. Department of Agriculture, Food and Nutrition Service, Contract Management Branch, Room 222, 3101 Park Center Drive, Alexandria, VA 22302, to the attention of the Grants Officer, in writing at least 30 calendar days before submitting vouchers to avoid payments to erroneous addresses or bank accounts.

- (c) The document(s) furnishing the information required in paragraphs (a) and (b) must be dated and contain the signature, title, and telephone number of an official authorized to provide it, as well as the grantee's name and agreement number.

**Payments under this Agreement will be via Transfer Payment method.**

Grantees will be reimbursed on a monthly basis after receipt of a properly completed SF-270, Request for Advance or Reimbursement to be determined at time of award.

#### **ARTICLE V - Uniform Federal Assistance Regulations**

The following parts of Title 7 of the U. S. CFR are incorporated by reference and are hereby considered part of this Grant, as applicable. These regulations have the same force and effect as if given in full text. Upon written request, the Grants Officer will make the full text(s) available to the Grantee.

- . Part 3015 - Uniform Federal Assistance Regulations, where applicable
- . Part 3017 - Government wide Debarment and Suspension (Non-procurement) and Government wide Requirements for Drug-Free Workplace
- . Part 3018 - New Restrictions on Lobbying

The Grantee is reminded of its responsibility to include the above provisions and obtain certifications, as appropriate, from lower tier subawardees.

#### **ARTICLE VI - Grant Administrator**

The Grants Officer will designate a Grant Administrator (GA) and all grantees will be notified regarding the identity of the GA at the time of award.

The *GA*'s responsibilities shall include monitoring of the Grantee's performance, progress and compliance with all substantial project objectives, in accordance with Article VII, Technical Oversight, and Article X, Monitoring and Reporting Program Performance and Financial Reporting.

### **ARTICLE VII - Technical Oversight**

- A. Performance of the work under this Grant shall be subject to the technical oversight of the *GA*. The *GA* will monitor the Grantee's performance and notify the Grantee in writing of deficiencies observed and direct appropriate action to effect correction. The *GA* will record and report to the Grants Officer incidents or nonconforming services, delays, or general problems.
- B. Technical direction must be within the scope of the Governing Documents (Article I). The *GA* does not have the authority to issue any technical direction which:
  - (1) constitutes an assignment of additional work outside the general scope of the grant;
  - (2) in any manner causes an increase or decrease in the total amount of the Grant or the time required for performance;
  - (3) changes or waives any of the expressed terms and conditions of the grant;
  - (4) interferes with the Grantee's right to perform the terms and conditions of the Grant; and/or,
  - (5) places the *GA* as a supervisor of the Grantee's employees.
- C. The *GA* may, with the agreement of the Grantee, request the Grants Officer to modify the Grant to:
  - (1) increase or decrease the general scope of the Grant;

- (2) increase or decrease the total amount of the Grant or the time required for performance; and,
  - (3) change or waive any of the expressed terms and conditions of the Grant.
- D. The Grantee shall proceed promptly with implementation of the technical direction properly issued by the GA in the manner prescribed by this Article.
- E. If, in the opinion of the Grantee, instruction or direction issued by the GA is within one of the categories B(1) through B(5) above, the Grantee shall not proceed but shall notify the Grants Officer, in writing, within five (5) working days after receipt of any such instruction or direction, requesting the Grant be modified accordingly.

#### **ARTICLE VIII - Copyrights**

The author or Grantee is free to copyright any books, publications or other copyrightable materials developed in the course of or under this Grant. However, the Government shall reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Government purposes. (Reference 7 CFR 3019.36 "Intangible Property")

#### **ARTICLE IX - Monitoring and Reporting Performance and Financial Reporting**

- A. Consistent with the requirements of Part 3019.50, Subpart C, grant recipients shall monitor the progress of grant and subgrant supported activities to assure that performance goals are being achieved. Grantees shall submit quarterly performance reports. Refer to sample performance report in Appendix Chapter.
- B. Grantees are advised to pay special attention to Part 3019.51(f), Significant Developments, for reporting requirements relating to problems, delays or adverse conditions which might materially impair the grantee's ability to carry out the planned project.



- C. The requirements to submit Financial Status Report, Standard Form 269 and 269A, and Federal Cash Transactions Report, Standard Form 272, are hereby waived.

### **ARTICLE X - Key Personnel**

The Grantee's Key Personnel are as follows:

Name

Title

**\*\*\* To be completed by FNS at time of grant award \*\*\***

The grantee shall obtain prior written approval of the Grants Officer:

- (1) to continue the project during any continuous period of time more than three (3) months without the active direction of an approved Project Director;
- (2) for its selection of a replacement for the Project Director or Principal Investigator;
- (3) for its selection of a replacement for any other persons names and expressly designated as key project people in the grant, subgrant, or cooperative agreement award document; or
- (4) to permit the Project Director (or anyone covered by this Article) to devote substantially less effort to the project than was anticipated when the award was made.

### **ARTICLE XI - Assurances**

As a condition of this Grant, the Grantee assures and certifies that it is in compliance with and will comply in the course of the Grant with all applicable laws, regulations, Executive Orders and other generally applicable requirements, including those set out in Standard Form 424B, Assurances-Non-Construction Programs, which are hereby incorporated in this grant by

reference and such other statutory provisions as are specifically set forth herein.

#### **ARTICLE XII - Project Performance Period**

The project performance period for this Grant is \_\_\_\_\_ \*\*\* \_\_\_\_\_ through  
\_\_\_\_\_ \*\*\* \_\_\_\_\_.

During this period, the Grant may be amended in writing by the Grants Officer any time upon mutual agreement between the parties. This grant may be terminated by either of the parties hereto upon 60-calendar days notice, in writing, to the other party.

**\*\*\* To be completed by FNS at time of grant award \*\*\***

#### **ARTICLE XIII - Estimated Costs**

The total estimated cost for this grant is \_\_\_\_\_ \*\*\* \_\_\_\_\_. Expenditures in excess of this amount will be borne by the Grantee and will not be reimbursable by the Government. The Grantee may charge to the grant only allowable costs (reference applicable cost principles) resulting from obligations incurred during the funding period and pre-award costs authorized by the Federal-awarding agency.

**\*\*\* To be completed by FNS at time of grant award \*\*\***

#### **ARTICLE XIV - Grant Administration**

The Grants Officer is the only person authorized to approve changes in any of the requirements of this Grant. In the event the Grantee effects any change at the direction of any person other than the Grants Officer, the changes will be considered to have been made without authority and no adjustment will be made in the Grant amount to cover any increase in costs incurred as a result thereof.

The Government Administrator to be contacted in regard to Grant Terms and Conditions is:

**Name:** \*\*\* Designated at time of award  
**Telephone:** Designated at time of award  
**Title:** Contract Specialist

The Grantees Administrator to be contacted in regard to Grant Terms and Conditions is:

**Name:** \*\*\*  
**Telephone:** \*\*\*  
**Title:** \*\*\*

**\*\*\* To be completed by FNS at time of grant award \*\*\***

#### **ARTICLE XV - Confidentiality of Information**

- (a) Confidential information, as used in this Article, means:
- (1) information or data of a personal nature about an individual; or,
  - (2) information or data submitted by or pertaining to an institution or organization.
- (b) In addition to the types of confidential information described in (a)(1) and (2) above, information which might require special consideration with regard to the timing of its disclosure may be derived from studies or research, as appropriate, during which public disclosure of preliminary invalidated findings could create erroneous conclusions which might threaten public health or safety if acted upon.
- (c) The Grants Officer and the Grantee may, by mutual consent, identify elsewhere in this Grant specific information and/or categories of information which the Government will furnish to the Grantee or that the Grantee is expected to generate which is confidential. Similarly, the Grants Officer and the Grantee may, by mutual consent, identify such confidential information from time to time during the performance of the Grant.

- (d) *If it is established that information to be utilized under this Grant is subject to the Privacy Act, the Grantee will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.*
- (e) Confidential information, as defined in (a)(1) and (2) above, shall not be disclosed without the prior written consent of the individual, institution or organization.
- (f) Written advance notice of at least 30 days will be provided to the Grants Officer of the Grantee's intent to release findings of studies or research, as appropriate, which have the possibility of adverse effects on the public or the Federal agency, as described in (b) above. If the Grants Officer does not pose any objections in writing within the 30-day period, the Grantee may proceed with disclosure.
- (g) Whenever the Grantee is uncertain with regard to the proper handling of material under the Grant, or if the material in question is subject to the Privacy Act or is confidential information subject to the provisions of this Article, the Grantee shall obtain a written determination from the Grants Officer prior to any release, disclosure, dissemination, or publication.
- (h) The provisions of paragraph (e) of this Article shall not apply when the information is subject to conflicting or overlapping provisions in other Federal, State, or local laws.

#### **ARTICLE XVI - Certifications**

- (1) Government wide Debarment and Suspension (Non-procurement) and Government wide Requirements for Drug-Free Workplace (Grants) are hereby incorporated by reference (Re: 7 CFR Part 3017).
- (2) The provisions of 7 CFR Part 3018, New Restrictions on Lobbying are incorporated by reference.

- (3) The above-mentioned regulations have the same force and effect as if they were given in full text. Upon written request, the Grants Officer will make the full text available.
- (4) The Grantee is reminded of its responsibility to include the above provisions and obtain certifications, as appropriate, from lower tier subawardees.

#### **ARTICLE XVII - Publication for Professional Audiences**

The Grantee may report results of their projects under this Grant in papers and articles for professional audiences, as appropriate. The GA shall receive a copy of such items prior to submission and be allowed 30-days from receipt for peer review. The Grantee agrees to carefully consider comments resulting from this peer review, and justify those comments not incorporated in the article. Any publications or articles resulting from this project shall acknowledge the support of FNS and will include a disclaimer as follows:

This project was funded, in part, through Grant Number \_\_\_\_\_ \*\*\*  
\_\_\_\_\_ with the Food and Nutrition Service, U.S. Department of  
Agriculture. The opinions or conclusions expressed herein do not,  
however, necessarily reflect those of the Food and Nutrition Service,  
U.S. Department of Agriculture.

FNS reserves the right to publish the final reports under this project for public dissemination, independently of publication plans by the Grantee.

## **Part 10: Optional Guidance to Fill Out Standard Application Form 424**

**Can you provide guidance to fill out Standard Form 424?** The following instructions are provided:

- . Complete item numbers: 1, 2, 5, 6, 7, 8, 9, 11, 13, 14, 15, 17, and 18.
- . Do NOT complete item numbers: 3, 4, 10, 12, and 16.

### **Specific instructions are for the items to be completed:**

- Item 1:** Mark "Application" Non-Construction box.
- Item 2:** Date application submitted to Federal Agency.
- Item 5:** Legal name of applicant, name of primary organizational unit which will direct the activity, complete address of applicant, and name and telephone number of person who can provide further information about this request and to whom notification of results can be sent.
- Item 6:** Employer identification number of applicant as assigned by the Internal Revenue Service. (Please complete the attached IRS Privacy Act Statement, FNS-711).
- Item 7:** Enter the appropriate letter in the space provided.
- Item 8:** Check the "new" box.
- Item 9:** Name the USDA/Food and Nutrition Service.
- Item 11:** Enter a brief descriptive title of the project.
- Item 13:** Estimated number of months to complete study after Federal funds are available.
- Item 14:** Enter the number of the Congressional district(s) where the project is located.

**Item 15:** Enter the amount of Federal funds requested and the amounts of funds from other than Federal sources which will be contributed to the proposed project.

**Item 17:** Refer to instructions.

**Item 18:** To be signed by an *authorized* representative of the applicant.

**Can help be provided to complete Standard Form 424a?** Provide line item detail and detailed calculations for each budget object class identified in Section B, Budget Categories (a-j), of SF424a. Detailed calculation must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. Budget details must be provided for both Federal and non-Federal resources.

For purposes of preparing the budget "Federal resources" refers only to the requested grant funds. Non-Federal resources are all other Federal and non-Federal resources, including in-kind contributions. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal resources; next column, non-Federal resources; and last column, total budget. A separate budget page is required for each budget year requested.

## Attachment 1: Sample Format for Quarterly Performance Report

**Notice to Applicants:** This is a SUGGESTED format only; it is not required. A report in this format will satisfy the requirements of OMB Circulars A-102 and A-110.

Date:	
Report Number:	
Report Period:	
Grant Project Period:	
Grant Recipient:	
Grant Number:	
Recipient Contact Person:	
Principal Investigator/Project Director:	

### **Progress Achieved in Accomplishing Project Goals and Objectives**

*(Goals and objectives should correspond to the goals and objectives in the approved grant application.)*

#### **Goal/Objective 1**

Planned:

Actual:

Number of potential applicants reached through this project:

Number of project contacts that applied for benefits:

Number of project applicants approved for benefits:

Number of project applicants denied benefits and reasons, if known:

Unit Costs (*e.g., cost per client served this reporting period*):



## Goal/Objective 2

Planned:

Actual:

Number of potential applicants reached through this project:

Number of project contacts that applied for benefits:

Number of project applicants approved for benefits:

Number of project applicants denied benefits and reasons, if known:

Unit Costs (*e.g., cost per client served this reporting period*):

### Difficulties Encountered

*(As applicable, should include information on specific reasons why goals and objectives were not met, and analysis and explanations of cost overruns and high unit costs)*

### Goal Objective Number:

Problem(s):

Resolution/Corrective Action Plan and Schedule:

### Activity Anticipated Next Reporting Period

*(Should correspond to the "Planned" entries under Progress Achieved in the next report.)*

### Goal/Objective 1:

### Goal/Objective 2:

Signature of Authorized

Official\_\_\_\_\_Date\_\_\_\_\_

## **Attachment 2: Sample Task Table - Not Comprehensive**

<b>Task No.</b>	<b>Task Name</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Person Responsible for task</b>
1	Develop Written Procedures and Guidelines for all project staff members.	Develop reference guides and research guidelines.	09-01-02	10-15-02	Niki James, Supervisor, FS Office and Harley Katz, Project Director
2	Modify computer systems to capture evaluation data.	Develop software to track food stamp applications (approvals and denials).	09-01-02	10-15-02	Reginald Morgan, Computer Programmer
3	Develop Data Collection Tools for Evaluation of Project.	Develop tools to be used in project.	09-01-02	10-15-02	Lex White, PH.D., Evaluation Consultant
4	Information Campaign.	Develop approach for informing eligible individuals about project. Start development of PSA's, project brochures and flyers.	09-01-02	01-31-03	Kim Hall, Public Information Specialist
5	Implementation of Project.	Distribute informational materials, begin pre-screening, etc.	01-31-03	09-30-04	Niki James, Supervisor, FS Office and Harley Katz, Project Director
6	Prepare Quarterly Reports.	Prepare and submit reports as prescribed in the grant agreement.	To be determined in grant agreement.	To be determined in grant agreement.	Harley Katz, Project Director

7	Prepare Final Report.	Prepare and submit to FNS a first draft. Revise based on FNS comments and submits final report to FNS.	To be determined in grant agreement.	To be determined in grant agreement.	Niki James, Supervisor, Food Stamp Office and Harley Katz, Project Director
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### Attachment 3: Application Checklist

Description of Activity	Completed	
	Yes	No
<b>Original and 2 copies of proposal:</b> <ul style="list-style-type: none"> <li>1 copy ready for copying, unbound, not stapled</li> <li>single-sided, 8 ½" by 11" paper, double-spaced</li> <li>12-point font</li> </ul>		
<b>Mandatory page requirement:</b> <ul style="list-style-type: none"> <li>12-page limit (cover sheet, table of contents, project summary, statement(s) of commitment, resumes, and other supporting information are not counted as a page).</li> </ul> <p>Proposals that go over the page limit will not be forwarded to the technical review panel.</p>		
<b>Mandatory requirement concerning attachments:</b> <ul style="list-style-type: none"> <li>slides, tapes, brochures, pamphlets, etc. should not be included with your application package.</li> </ul> <p>Proposals containing these materials will not be forwarded to the technical review panel.</p>		
<b>Mandatory requirement for Statements of Commitment:</b> <ul style="list-style-type: none"> <li>signed statement(s) needed from local food stamp office containing information specified in application package;</li> <li>signed statement(s) from partner groups, if any, containing information specified in application package.</li> </ul> <p>Proposals not containing Statement(s) of Commitment will not be forwarded to the technical review panel.</p>		
<b>Mandatory requirement for two letters of endorsement:</b> <ul style="list-style-type: none"> <li>2 letters of endorsement from organizations and/or members of the community that are familiar with your organization.</li> </ul> <p>Proposals not containing two letters of endorsement will not be forwarded to the technical review panel.</p>		
<b>Mandatory requirement for IRS Determination Letter OR Other Proof of Exempt Status:</b> <ul style="list-style-type: none"> <li>copy of IRS Determination Letter, Form 501(c)(3), or other proof of exempt status.</li> </ul> <p>Proposals not containing IRS Determination Letter or <b>other proof</b> of exempt status will not be forwarded to the technical review panel.</p>		

<b>Cover Sheet:</b> <ul style="list-style-type: none"> <li>▪ name of organization</li> <li>▪ contact person, job title, telephone and fax numbers, e-mail address</li> <li>▪ time period of research project</li> <li>▪ level of grant support requested</li> <li>▪ indicate if your organization is receiving an FNS grant or whether you are currently under contract with State/local food stamp agency to conduct outreach or nutrition education</li> </ul>		
<b>Section 1 - Preface:</b> <ul style="list-style-type: none"> <li>▪ copies of statements of commitment</li> <li>▪ letters of endorsement</li> <li>▪ IRS certification or other proof of exempt status</li> <li>▪ table of contents</li> <li>▪ one-page summary of research project</li> </ul>		
<b>Section 2 - Research Design and Project Implementation:</b> <ul style="list-style-type: none"> <li>▪ start page count (e.g., page 1)</li> <li>▪ need for research</li> <li>▪ goals</li> <li>▪ objectives</li> <li>▪ tasks</li> <li>▪ other information</li> <li>▪ waiver requests, if any</li> <li>▪ project report</li> <li>▪ understanding of privacy and confidentiality issues</li> <li>▪ commitment to work with evaluators</li> </ul>		
<b>Section 3 - Summary Description of Proposed Budget:</b> <ul style="list-style-type: none"> <li>▪ cost-effectiveness of project</li> <li>▪ description of how funds will be spent</li> <li>▪ estimate of the number of individuals expected to be reached</li> <li>▪ roles and responsibilities of project staff</li> </ul>		

<b>Section 4 – Management Plans:</b> <ul style="list-style-type: none"> <li>▪ chain of command and responsibilities; flowchart</li> <li>▪ contingency plans</li> <li>▪ outside personnel (e.g., local food stamp employees, etc.)</li> <li>▪ task table</li> </ul>		
<b>Section 5 – Sustainability and transferability of research.</b>		
<b>Section 6 – Key Personnel.</b> <ul style="list-style-type: none"> <li>▪ 12-page count stops at end of section 6.</li> </ul>		
<b>Section 7 – Resumes, vitas, job descriptions and other supporting information.</b>		

#### **Attachment 4: Web Site Locations for FNS Reports and Studies**

Please reference the FNS web site: [www.fns.usda.gov](http://www.fns.usda.gov) for information about our Programs.

Information about the FSP can be found at: [www.fns.usda.gov/fsp/](http://www.fns.usda.gov/fsp/)

Information about research reports and studies can be found at:  
[www.fns.usda.gov/oane/MENU/Published/FSP/fsp.htm](http://www.fns.usda.gov/oane/MENU/Published/FSP/fsp.htm)

Our Office of Analysis, Nutrition, and Evaluation conducts studies and analysis. We think that the following report might assist you as you develop your research project: *Final Evaluation Report: Food Stamp Program Client Enrollment Assistance Demonstration Projects, July 1999.*

The report can be found at:  
<http://www.fns.usda.gov/oane/MENU/Published/FSP/Participation.htm#client>

## **Attachment 5: List of Attachments**

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- . Standard Form 424, Application for Federal Assistance (for Non-Construction)
- . Standard Form 424A Budget Information - Non-Construction Programs
- . Cost Proposal, which provides additional information by cost element for each category of cost included on the SF 424a
- . Certification Regarding Drug-Free Workplace Requirements (Grants), Alternative I - For Grantees Other Than Individuals, Form AD-1049, AD-1050, and AD-1052)
- . Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Forms AD-1047 and AD-1048)
- . Notice to Applicants - Certification/Disclosure Requirements Related to Lobbying Activities (Standard Form LLL), if applicable
- . Standard Form 424B, Assurances - Non-Construction Programs
- . Supplemental Form for Collecting Taxpayer Identifying Numbers, FNS-711
- . Employer's Identification Number and Privacy Act (FNS Form-711)